

The Caritas Institute of Community Education (CICE) is a constituent college of Caritas Community & Higher Education Service dedicated to providing quality vocational education and professional training programmes to students and working adults to support their lifelong learning initiatives.

The Institute invites applications for the following full-time post:

Assistant Manager, Placement (Ref: AMP/01/2025)

Duties include: (1) assist in the planning, administration, and marketing; (2) Course Development and Management; (3) Teaching Staff Recruitment and Management; (4) liaise with collaborating partners and potential employers for arranging placement services to students; (5) organize activities related to the publicity and promotion of programmes; (6) maintain the smooth operation of the centre and ensure the quality of services provided; and (7) coach and supervise support staff.

Candidates should (a) have a Bachelor's degree with at least two years of full-time relevant work experience, preferably in vocational education services; (b) have good command of Chinese and English and proficiency in MS office applications; (c) have good organizational and problem-solving skills; and (d) be able to take up night-shift duties (up to 10:00 pm) on a roster basis.

Application together with detailed resume stating current and expected salaries should be sent by post to: **Human Resources Unit, Caritas Institute of Community Education, Room 337, Caritas House, 2 Caine Road, Central, Hong Kong** or by email to recruit@cice.edu.hk no later than 6 June 2025. Applicants not invited for interview by the end of June 2025 may assume that their applications are unsuccessful.

(All information provided will only be used for recruitment related purposes.)